

## **General Procedures for All Skill Blocks**

### **I        TSBP 01            Career Development Sheet**

The Employee and Group Leader will meet prior to beginning any Skill Block training and evaluation. This meeting may be initiated by the Employee or the Group Leader. At this time, the Career Development Sheet is filled out and forwarded to the Unit Head.

This establishes the history of the Skill acquisition, and ensures that Unit approval has been granted prior to beginning training. This form should be filed with employee records. At this initial meeting, at minimum the following items shall be discussed:

- 1) The need for the skill (employee and office)
- 2) Anticipated value of skill, based on core competency amount or amount of time in performance for add-on
- 3) Beginning date of the measurement period (to be noted on TSBP 01) and anticipated schedule
- 4) A review of the procedure for training and measurement
- 5) Assignment of Mentor or OJT Instructor if appropriate
- 6) Any other questions the employee may have in preparation for gaining the skill

*Note: Even if the Employee's request to gain a competency is denied, this sheet should be completed, with appropriate comments as to reason for denial. Group Leader may deny request, and/or Unit Head may deny request.*

### **II        TSBP-02            Skill Block Cover Sheet**

At time of initial meeting or upon receipt of Unit approval (signed TSBP 01), Group Leader or designee will prepare Skill Block Cover Sheet (TSBP 02). This is used to track progress of skill block acquisition.

### **III       Interim Reviews**

Interim reviews of progress may be necessary. Any individual assigned shall be reviewed at time of completion of project, by Mentor/OJT instructor and/or Group Leader, with opportunity for the Employee to respond to successes, failures.

### **IV       Completion of Training**

Upon completion of minimum training period, Employee shall come to Group Leader for review and evaluation. If training has not been successfully completed, Employee will be responsible for follow-up meetings as set by Employee and Group Leader, with target dates to be set until successful measurements have been achieved or Employee or Group Leader ceases attempt at skill block acquisition. Form TSBP 02 should reflect appropriate activities and dates as set. Upon successful completion of measurements, Employee and Group Leader will meet for debriefing interview, reviewing at minimum:

- 1) Review and /or completion of check lists, final interviews, etc.
- 2) Successes and failures during training and measurement
- 3) Expectations of Unit and Group in future performance of skill
- 4) Anticipated value of skill, based on core competency amount or amount of time in performance for add-on (should be same as in initial meeting)
- 5) Completion of TSBP 02 with all signatures
- 6) Presentation of certificate, if applicable

### **V        Reward of Pay for Acquired Skill**

Following final interview and review, Group Leader will forward copy of completed TSBP 02 and check list/interview record to Unit office, for Unit Head approval and personnel action. Administrative Assistant will: Ensure that appropriate TSBP 01 is signed and filed

Prepare PD-105 for action by Human Resources for salary adjustment

### **Documentation:**

For each attempt at a skill block, the Employee's records should contain:

Approved or denied TSBP01 signed by Employee, Group Leader, Unit Head (denied attempts must contain justification in "Comments" section)

Completed TSBP 02

Completed Checklist or Interview Record associated with the Skill Block